

Office of the Attorney General
Human Resources
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Legal Support Appeals Division

In this position, Support Staff provides clerical and administrative assistant/paralegal support to the Appeals Division; reporting to the Section Chief and designated attorneys.

Responsibilities:

Provides general administrative, secretarial and clerical services to the Division, including scanning and electronic filing, photocopying, facsimile transmission, mail, telephone inquiries and document management

- Coordinate production, filing and service of papers
- Types and copies correspondence for pleadings, briefs, proceedings, dockets and other legal documents
- Maintains calendars for attorneys to ensure compliance with deadlines
- Dockets pleadings and other court documents
- Opens cases and prepares appearances and folders for new cases
- Closes cases and maintains files
- Obtains case information upon request
- Contacts court clerks or opposing counsel as needed
- Communicates with complainants, respondents and outside agencies
- Other duties as assigned

Requirements:

- Typing and computer skills to include law manager, word documents, excel, database management, and other applicable software
- Must have good organizational and communication skills
- Flexibility in multi-tasking and work assignments
- Ability to process high volume of data, documents and other information quickly and accurately
- Good customer service relations ability, works well with others and is a team player
- Ability to work with or without supervision; independently and as a team